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GENERAL
PROVISIONS OF THE LAW
AND
RULES AND REGULATIONS
FOR THE
ESTABLISHMENT AND MAINTENANCE
OF
PUBLIC SCHOOL LIBRARIES
IN
UPPER CANADA:

WITH EXPLANATORY REMARKS.

COMPILED UNDER THE AUTHORITY OF THE
CHIEF SUPERINTENDENT OF SCHOOLS.

WITH AN APPENDIX,
CONTAINING HINTS ON THE CONSTRUCTION OF PUBLIC LIBRARY
BUILDINGS, AND BOOK CASES, ETC. WITH ILLUSTRATIONS.



TORONTO:

Printed for the Department of Public Instruction for Upper Canada,
BY LOVELL AND GIBSON.

1854.

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PREFATORY NOTE.

It has been thought advisable to collect, condense and arrange the general provisions of the Law, and the Rules and Regulations for the establishment of Public School Libraries. The accompanying pamphlet has therefore been prepared for the information and guidance of all parties concerned or interested in the promotion of Libraries in Upper Canada :

The system of Public Libraries which has been brought into operation during the year 1853, will preëminently form an era in the intellectual history of Upper Canada. It is a system which has been a subject of inquiry, consideration, and preparation for years—which has been a matter of free and public consultation in every county—which leaves the people free to act as counties, townships, cities, towns, villages, or school sections, as they please—which combines all the resources of each municipality to provide useful and entertaining reading for the whole population—and renders accessible to the remotest municipality of the country, and at the lowest prices, the best books for popular reading that are published

either in Great Britain or in the United States. Through the medium of these books the sons and daughters of our land may contemplate the lives of the good, the wise, and the great of both sexes and of all ages; survey the histories of all nations: trace the rise and progress of all sciences and useful arts; converse with the sages and bards of ancient Greece and Rome, as well as with the philosophers, poets, scholars, discoverers, inventors, artists, travellers, and benefactors of mankind of all times and countries—exhaustless sources of instruction and entertainment.

A large proportion of the municipalities of Upper Canada have already shown how worthily they appreciate the advantages offered them by means of public libraries; and it only remains for the other municipalities to follow the noble and patriotic examples thus furnished them.

EDUCATION OFFICE,
Toronto, March 27th, 1854.

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N. B.—No book mentioned in the General Catalogue will be disposed of to any private individual, or for any other purpose than for that of Public Libraries in Upper Canada.

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THE LAW AND REGULATIONS

RELATING TO

PUBLIC SCHOOL LIBRARIES

IN

UPPER CANADA.

I. EXTRACTS FROM THE LAW AUTHORIZ- ING THE ESTABLISHMENT OF PUBLIC SCHOOL LIBRARIES IN UPPER CANADA:

1. LEGISLATIVE GRANT.

The Common School Act of 1850, Section forty-one, enacts, "That it may and shall be lawful for the Governor in Council, to authorize the expenditure annually, out of the share of the Legislative School Grant coming to Upper Canada, of a sum not exceeding *Three thousand pounds*, for the establishment and support of School Libraries, under such regulations as are provided for by this Act"—which sum may be increased from time to time at the discretion of the Legislature.

2. CHIEF SUPERINTENDENT.

Section thirty-five enacts that it shall be the duty of the Chief Superintendent of Schools:

"*Eighthly.* To employ all lawful means in his power to procure and promote the establishment of School Libraries for general reading, in the several

counties, townships, cities, towns and villages; to provide and recommend the adoption of suitable plans of school houses, with the proper furniture and appendages; and to collect and diffuse useful information on the subject of education generally, among the people of Upper Canada.

"Ninthly. To submit to the Council of Public Instruction all books or manuscripts which may be placed in his hands with a view of obtaining the recommendation or sanction of such Council, for their introduction as text-books or library books; and to prepare and lay before the Council of Public Instruction for its consideration, such general regulations for the organization and government of Common Schools, and the management of School Libraries as he shall deem necessary and proper.

"Tenthly. To apportion whatever sum or sums of money shall be provided by the Legislature for the establishment and support of School Libraries: Provided always, that no aid shall be given towards the establishment or support of any School Library unless an equal amount be contributed and expended from local sources for the same object."

3. COUNCIL OF PUBLIC INSTRUCTION.

Section thirty-six enacts that it shall be the duty of the Council of Public Instruction:

"Fifthly. To examine, and, at its discretion, recommend or disapprove of text-books for the use of schools, or books for School Libraries: Provided always that no portion of the Legislative School Grant shall be applied in aid of any school in which any book is used that has been disapproved of by the Council, and public notice given of such disapproval."

4. LOCAL SUPERINTENDENTS.

Section thirty-one, tenth clause, sixth division, enacts that it shall be the duty of each Local Superintendent to make an annual report to the Chief Superintendent, which among other things shall state "the number of libraries, their extent, how established and supported." [See also Numbers 6 and 15 of this Series.]

5. SCHOOL VISITORS.

Section thirty-three enacts that School Visitors shall have authority at any lawful meeting "to devise such means as they may deem expedient, to promote the establishment of libraries and the diffusion of useful knowledge."

6. BOARDS OF PUBLIC INSTRUCTION.

Section twenty-nine enacts that "it shall be the duty of each County or Circuit Board of Public Instruction. *Fourthly*, To adopt all such lawful means in their power, as they shall judge expedient, to promote the establishment of School libraries, and to diffuse useful knowledge in such County or Circuit."

7. COUNTY MUNICIPAL COUNCILS.

Section twenty-seven enacts that "it shall be the duty of the Municipal Council of each County, *Secondly*, To raise by assessment such sum or sums of money, as it shall judge expedient for the establishment and maintenance of a County Common School Library."

8. TOWNSHIP MUNICIPAL COUNCILS.

Section eighteen enacts that "it shall be the duty of the Municipality of each Township in Upper

Canada, *Secondly*, To levy at its discretion such sum or sums as it shall judge expedient for purchasing books for a Township Library, under such regulations, as shall be provided according to law."

9. CITY AND TOWN MUNICIPAL COUNCILS.

Section twenty-one enacts, "That the Council or Common Council of each city or incorporated town in Upper Canada shall be and is hereby invested, within its limits and liberties as prescribed by law, and shall be subject to the same obligations as are the Municipal Council of each County, and the Municipality of each Township, by the eighteenth and twenty-seventh Section of this Act" just quoted above.

10. VILLAGE MUNICIPAL COUNCILS.

Section twenty-five enacts, "That the Municipality of every incorporated village shall possess and exercise all the powers, and be subject to all the obligations with regard to the levying and raising of moneys for the establishment and maintenance of school libraries within the limits of such incorporated village, as are conferred and imposed by this Act upon the Municipal Corporations of cities."

11. BOARD OF SCHOOL TRUSTEES IN CITIES AND TOWNS.

Section twenty-four enacts, "That it shall be the duty of Boards of School Trustees in cities and towns, *Thirdly*, To do whatever they may judge expedient for procuring suitable apparatus and text-books and for the establishment and maintenance of a school library or school libraries. *Tenthly*, To appoint a

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Librarian to take charge of the school library or
libraries whenever established."

N. B. The first Section of the supplementary
School Act 1853 invests Boards of School Trustees
with power, either to apply to their Municipality or
employ their own lawful authority to raise by a gene-
ral rate upon property, or otherwise, such sum or
sums as they shall judge expedient for the establish-
ment and maintenance of School libraries, etc.

12. BOARDS OF SCHOOL TRUSTEES IN INCORPORATED VILLAGES.

The twenty-sixth Section of the School Act of
1850, and the 1st Section of the Supplementary
School Act of 1853, confer upon Boards of School
Trustees in Incorporated Villages, all the powers
possessed by City and Town Boards as enumerated
in the foregoing paragraph.

13. TRUSTEES OF SCHOOL SECTIONS.

Section twelve enacts, "That it shall be the duty
of the Trustees of such School Section, *Seventeenth-ly*,
To appoint a Librarian, and to take such steps
as they may judge expedient, and as may be au-
thorized according to law, for the establishment,
safe-keeping, and proper management of a school
library, whenever provision shall have been made and
carried into effect for the establishment of school
libraries."

N. B. By the ninth clause of the twelfth Section, in
connection with the 1st clause of the eighteenth Sec-
tion, of the School Act of 1850, Trustees are authorized
to provide means for the establishment and support
of public School libraries.

II. REMARKS ON THE FOREGOING.

1. PUBLIC BODIES WHICH CAN ESTABLISH SCHOOL LIBRARIES.

From the foregoing extracts from the School law, it will be seen that the following Municipalities and School Corporations are authorized to provide means for the establishment and support of Public School libraries in Upper Canada:

1. COUNTY COUNCILS.
2. TOWNSHIP COUNCILS.
3. CITY COUNCILS.
4. TOWN COUNCILS.
5. VILLAGE COUNCILS.
6. BOARDS OF SCHOOL TRUSTEES IN CITIES.
7. BOARDS OF SCHOOL TRUSTEES IN TOWNS.
8. BOARD OF SCHOOL TRUSTEES IN INCORPORATED VILLAGES.
9. TRUSTEES OF SCHOOL SECTIONS.

2. DUTIES OF SCHOOL AUTHORITIES IN REGARD TO LIBRARIES.

It will also be seen from the above that it is the official duty and privilege of local Superintendents, School Visitors, and Boards of Public Instruction to aid with their counsel and advice in the general establishment of public libraries throughout the country.

3. LIBRARY APPORTIONMENT.

At present it has been decided to add, *seventy-five* per cent. to all sums raised by local exertion—thus apportioning £9 for every £12, and £75 for every £100 raised in a Municipality, and so on, in the the same ratio for larger or smaller sums raised by local effort. If possible, the Legislative apportionment

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will be increased to *one hundred per cent.* on all sums raised by local exertion.

This apportionment is in harmony with the principle on which the School Fund in each Municipality is distributed. *Local exertion* (and not property or population) appears to be the most equitable basis of apportioning the Library Grant, and that which is likely to give most general satisfaction and to exert the most beneficial influence. The principle of aiding each School Municipality (whether it be a Township, City, Town, Village, or School Section) in proportion as it exerts and helps itself, is, upon the whole, unobjectionable, and is best calculated to excite and bring into action that kind of interest and public spirit which are the life of any general system of social advancement. This, therefore, is the principle on which the Library Grant will be distributed.

4. SELECTION OF BOOKS FROM THE GENERAL CATALOGUE.

A word may be added on the selection of books for libraries. In a large number of cases, this task has been assigned by the local authorities, to the Chief Superintendent of Schools; in some cases the local authorities, have, by a committee of one or more of themselves, selected all the books desired by them; while in other cases, the local authorities have selected the books to the amount of their own appropriation, and requested the Chief Superintendent to select the rest, to the amount of the apportionment of the library grant. This last mode of selecting the libraries, has an advantage over either of the other two. In a considerable number of the lists of books selected by the local school and municipal authorities, there

is the omission of many small and cheap works, most admirably adapted both to entertain and instruct. These omissions occur chiefly in regard to books contained in the latter part of the catalogue, characteristic notices of which could not possibly be prepared by the Chief Superintendent within the time and space at his disposal. In cases where the exclusive selection of libraries by the Chief Superintendent is requested, it is to be feared he may omit some books specially desired in the Section or Township, whose authorities have confided this trust to him. But if the local authorities would select to the amount of their appropriation such books as they particularly desire, and leave to the Chief Superintendent the selection of the rest, with such suggestions as they may think proper to make, he would be able to fill up their lists with such books, as would, for the most part, be new, as well as useful and entertaining. This joint mode of selecting books for libraries will no doubt be found better than that of local authorities selecting all the books themselves, or wholly confiding the selection of them to the Chief Superintendent. This suggestion is offered to all parties concerned, with the wish that they will feel themselves perfectly free to act or not act upon it as they may think best.

III. GENERAL PRINCIPLES UPON WHICH BOOKS HAVE BEEN SELECTED FOR THE PUBLIC LIBRARIES.

(Extract from the Minutes of the Council of Public Instruction for Upper Canada, 2nd of August, 1858.)

The Council of Public Instruction for Upper Canada deems it proper to state its principles of pro-

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ceeding in performing the important and responsible task of selecting books for these Public School Libraries.

1. The Council regards it as imperative, that no works of a licentious, vicious, or immoral tendency, and no works hostile to the Christian Religion, should be admitted into the Libraries.

2. Nor is it, in the opinion of the Council, compatible with the objects of the public School Libraries, to introduce into them controversial works on Theology, or works of denominational controversy; although it would not be desirable to exclude all historical and other works in which such topics are referred to and discussed; and it is desirable to include a selection of suitable works on the evidences of Natural and Revealed Religion.

3. In regard to books on ecclesiastical history, the Council agrees in a selection from the most approved works on each side.

4. With these exceptions, and within these limitations, it is the opinion of the Council that as wide a selection as possible should be made of useful and entertaining books of permanent value, adapted to popular reading in the various departments of human knowledge—leaving each Municipality to consult its own taste and exercise its own discretion in selecting books from the general catalogue.

5. The including of any books in the general Catalogue, is not to be understood as the expression of any opinion by the Council in regard to any sentiments inculcated or combated in such books; but merely as an acquiescence on the part of the Council in the purchase of such books by any Municipality, should it think proper to do so.

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6. The general catalogue of books for public School Libraries may be modified and enlarged from year to year, as circumstances may suggest, and as suitable new works of value may appear.

IV. REGULATIONS FOR THE ESTABLISHMENT AND MANAGEMENT OF PUBLIC SCHOOL LIBRARIES,

(Adopted on the 2nd of August, 1853, and extracted from the Minutes of the Council of Public Instruction of that date.)

1. ESTABLISHMENT OF LIBRARIES.

The Council of Public Instruction for Upper Canada, as authorized by the thirty-eighth section of the School Act, of 1850, make the following regulations for the establishment and management of Public School Libraries :

1. There may be School Section Libraries, or Township Libraries, as each Township Municipality shall prefer.* In case of the establishment of a Township Library, the Township Council may either cause the books to be deposited in one place, or recognise each School Section within its jurisdiction as a branch of the Township Library Corporation, and cause the Library to be divided into parts or sections, and allow each of these parts or sections of the Library to be circulated in succession in each School Section.

II. Each Township Library shall be under the management of the Township Corporation ; and each Branch or School Section Library shall be under the management of the School Section Corporation. The Township Council shall appoint or remove the Libra-

* This of course includes Ward or other authorised branches of a Township Library.

Librarian for the Township ; and each Trustee Corporation shall appoint or remove the Librarian for the School Section, as already provided by the seventeenth clause of the twelfth section of the School Act of 1850.

III. Each Township Council and each School Section Corporation receiving Library books, must provide a proper case for the books, with a lock and key ; and must cause the case and books to be kept in some safe place and repaired when injured ; and must also provide sufficient wrapping paper to cover the books, and writing paper to enable the Librarian to keep minutes of the delivery and return of books, and write the needful notes or letters. The Members of the Township and School Section Corporations are responsible for the security and preservation of the books in their charge.

IV. When any books are taken in charge by the Librarian, he is to make out a full and complete catalogue of them ; and at the foot of each catalogue, the Librarian is to sign a receipt to the following effect:

"I, A. B., do hereby acknowledge that the books specified in the preceding catalogue have been delivered to me by the Municipal Council of the Township of—, or (as the case may be,) by the Trustees of School Section No.—, in the Township of —, to be carefully kept by me as their Librarian, for the use of the inhabitants within their jurisdiction, according to the regulations prescribed by authority of the Statute, for the management of Public School Libraries, to be accounted for by me according to said regulations, to said Council, (or Trustees, as the case may be,) and to be delivered to my successor in office. Dated, &c." Such catalogue, with the Librarian's receipt, having been examined by such Council or

Trustees, or some person or persons appointed by them, and found to be correct, shall be delivered to such Council or Trustees, and shall be kept among their official papers.

V. The Librarian is accountable to the Trustees or Council appointing him, for the cost of every book that is missing, or for the whole series of which it formed a part. The Librarian is also accountable, in like manner, for any injury which a book may appear to have sustained, by being soiled, defaced, torn, or otherwise injured; and can be relieved from such accountability only by the Trustees or Council, on its being satisfactorily shown to them, that some resident within their jurisdiction is chargeable for the cost of the book so missing, or for the amount of injury so done to any work.

VI. The Librarian must see that in each book belonging to the Library, the number of the book and the name of the Library to which it belongs shall be written, either on a printed label pasted inside the cover of the book,* or on the first blank leaf of it; and he is on no account to deliver out any book which is not thus numbered and identified. He is also to cause all the books to be covered with strong wrapping paper, on the back of which is to be written the title of the book, and the number in large figures. As new books are added, the numbers are to be continued, and they are in no case to be altered; so that if the book be lost, its number and title must still be continued on the catalogue, with a note that it is missing.

* For form of label authorised by this Regulation, see Appendix VIII, page 39.

VII. The Librarian must keep a blank book, which may consist of a few sheets of writing-paper stitched together—ruled across the width of the paper, so as to leave five columns of the proper size, for the following entries—to be written lengthwise of the paper: In the first column, the Title and No. of the Book; in the second column, the Name and Residence of the person to whom delivered; in the third column, Date of Delivery; in the fourth column, the Date of its Return; in the fifth column, Remarks respecting the Condition of the Book, as good, injured, torn, or defaced, &c., in the following form:—

TITLE AND NO. OF THE BOOK.	TO WHOM DELIVERED.	WHEN DELIVERED.	WHEN RETURNED.	CONDITION OF THE BOOK.

As it will be impossible for the Librarian to keep any trace of the Books without such minutes, his own interest, as well as his duty to the public, should induce him to be exact in making his entries at the time any book is delivered; and when it is returned, to be equally exact in noticing its condition, and making the proper minute.

VIII. The Librarian is to act at all times and in all things according to the orders of the Corporation appointing him; and whenever he is removed or superseded, he is to deliver to his successor, or to the order of his Trustees or Council, all books, catalogues, and papers appertaining or relating to the Library; and if they are found to be satisfactory, his Trustees, or Council, or successor in office, shall give him a receipt to that effect. But if any of the books shall have been lost, or in anywise injured, the Librarian

shall account and pay for such loss or injury, unless released by his Trustees or Council.

IX. The Trustees and Council are to attend faithfully to the interests of their Library; they are, at all times, when they think proper, and as often as possible, to examine the books carefully, and compare the books with the catalogue, and note such as are missing or injured; and to see that all forfeitures are promptly collected, and that injuries done to books are promptly repaired, and that the Library is properly managed and taken care of.

2. REGULATIONS FOR THE CARE AND USE OF THE LIBRARY BOOKS.

X. The following are the regulations for the care and use of the books in the Library :—

1. The Librarian has charge of the books, and is responsible for their preservation and delivery to his successor, or to the order of his Trustees or Council appointing him.

2. A copy of the Catalogue of the books is to be made out and kept by the Librarian, and open to the inspection of all persons entitled to get books from the Library, at all seasonable times, or at such times as may be determined by the Trustees or Council.

3. Books are to be delivered only to residents of a School Section in which a Library or Branch Library is established; or to the residents of a Township, where Branch School Section Libraries do not exist.

4. Not more than one book can be delivered to a person at a time; and any one having a book out of the Library must return it before he can receive another.

5. No person upon whom a forfeiture has been

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adjudged under these regulations, can receive a book while such forfeiture remains unpaid.

6. Each individual residing in a School Section, of sufficient age to read the books belonging to the Library, shall be entitled to all the benefits and privileges conferred by these regulations relative to Public School Libraries; but no person, under age, can be permitted to take a book out of the Library, unless he resides with some inhabitant who is responsible for him; nor can he receive a book if notice has been given by his parent, or guardian, or person with whom he resides, that he will not be responsible for books delivered to such minor. But *any* minor can draw a book from the Library, on depositing the cost of such book with the Librarian.

7. Where there is a sufficient number of volumes in a Library to accommodate all the residents of the School Section who wish to borrow, the Librarian may permit each member of a family to take books as often as desired, as long as the regulations are punctually and fully observed. But where there are not books enough to supply all the borrowers, the Librarian must accommodate as many as possible, by furnishing each family in proportion to the number of its readers or borrowers, or by delivering not more than one book at a time for each family.

8. Every book must be returned to the Library within as many weeks after it shall have been taken out, as it contains hundreds of pages—allowing one week for the reading of a hundred pages; but the same person may again take the same book, if application has not been made for it, while it was so out of the Library, by any person entitled who has not previously borrowed the same book—in which case

such applicant shall have the preference in the use of it. And where there have been several such applicants, the preference shall be according to priority in the time of their applications, to be determined by the Librarian.

9. If a book be not returned at the proper time, the Librarian is to report the fact to the Trustees, and he must exhibit to them every book which has been returned injured by soiling, defacing, tearing, or in any other way, before such book shall be again loaned out, together with the name of the person in whose possession it was when so injured.

10. For *each day's* detention of a book beyond the time allowed by these regulations, the forfeiture of *one penny* shall be incurred by the borrower,* and shall be payable forthwith to the Librarian.

11. For the destruction or loss of a book, a forfeiture shall be incurred by the borrower, equal to the cost of the book, or of the set, if the book be one of a series. And on the payment of such forfeiture, the party paying it shall be entitled to the residue of the series.

12. For any injury which a book may sustain by a borrower, and before its return, a forfeiture shall be incurred by such borrower, of not less than *three pence half-penny* for every spot of grease or dirt upon the cover, or upon any leaf of the volume; for writing in or defacing any book, or for cutting or tearing the cover, or the binding, or any leaf, not less than six pence or more than the cost of the book.

13. If a leaf be torn out, or so defaced or mutilated that it cannot be read, or if anything be written

* A forfeiture of *six cents* per day is imposed in each similar case in the State of New York.

in the volume, or any other injury done to it, which renders it unfit for general circulation, the Trustees shall consider it a destruction of the book, and the forfeiture shall be incurred accordingly, as above provided in case of the loss of a book.*

14. When a book shall have been detained seven days beyond the time allowed by these regulations, the Librarian shall give notice to the borrower to return the same within three days. If not returned within that time, the book may be considered as lost, and the forfeiture imposed in such case as incurred accordingly.

15. When, in the opinion of the Librarian, any forfeiture has been incurred by any person under these regulations, he shall refuse to deliver any book to the party liable to such fine until the Trustees shall have decided upon such liability.

16. It is the special duty of the Librarian to give notice to the borrower of a book that shall be returned injured, to show cause why he should not pay the forfeiture incurred. Such notice may be given to the agent or child, or sent to his house, of the borrower who returns the book; and it should always, if possible, be given at the time the book is returned.

17. The Librarian is to inform the Trustees of every such notice given by him, and they shall assemble at the time and place appointed by him, or by any notice given by them, or any one of them, and shall hear the case. They are to keep a book of minutes, in which every forfeiture which, in their judgment, has been incurred, shall be entered and signed by them, or the major part of them, or by

* These forfeitures are the same as in the State of New York in similar cases.

their Secretary on their order, and these minutes, or a duly certified copy of them, shall be conclusive evidence of each of the facts recorded in them.

18. It shall be the duty of the Trustees to prosecute promptly for the collection of the forfeitures adjudged by them, and all forfeitures shall be applied to defraying the expenses and increasing the books of the Library.*

3. MISCELLANEOUS REGULATIONS.

XI. The foregoing regulations apply to Branch School Section Libraries, as well as to School Section Libraries; also to Township Councils the same as to Trustees of School Sections, and to Township Libraries, the same as to School Section Libraries, and to the residents in a Township in which there are no School Section Libraries, the same as to the residents of a School Section; likewise to the Librarian of a Township, the same as to a Librarian of a School Section.

XII. When a Township Councillor or School Trustee shall be notified as having incurred a forfeiture for detaining, injuring, or destroying a book borrowed from the library, he shall not act as a judge in his own case, but such case shall be decided upon by the other members, or a majority of them, of the Township Council or School Corporation authorised to act in the matter. In all cases, the acts of a majority of a corporation are to be considered as the acts of the corporation.

XIII. In order to prevent the introduction of improper books into the Libraries, it is required that no book shall be admitted into any public School Library established under these regulations which is

* Forfeitures incurred under these regulations must be sued for in the Division Court, according to the Interpretation Act, 12 Vic. ch 10.

not included in the catalogue of public School Library books, prepared according to law.

XIV. The Council or Trustees have authority, if they shall think proper, (according to the common practice of Circulating Libraries) to require the borrower to deposit with the Librarian a sum equal to the cost of the book taken by him, as a security for its safe return and the payment of any injury which may be done to it.

XV. These regulations shall apply to cities, towns, and incorporated villages the same as to School Sections. By the 3rd clause of the 24th section of the School Act of 1850, the Board of School Trustees in each city, town and incorporated village has the same authority to establish and maintain "a school library or school libraries," as the Trustees of a School Section have by the 17th clause of the 12th section of the same Act, to establish and maintain "a school library."

XVI. The foregoing regulations being made under the express authority and requirement of the 38th section of the School Act of 1850, are binding upon all parties concerned in the establishment, support, management, and privileges of public school libraries; and all parties act with a full knowledge of these regulations.

XVII. The Local Superintendents of Schools should inspect and inquire into the state and operations of the Libraries or branch Libraries within their respective jurisdictions, and give the results of their observations and inquiries in their annual reports; and each Township and School Section Corporation must report annually, at the time of making the annual School reports, the condition of their

Libraries, with the number of volumes in each, and the success and influence of the system.

XVIII. These regulations will be subject to reconsideration and revision from time to time, as experience and the circumstances of the country may suggest.

EDUCATION OFFICE,

Toronto, 2nd August, 1853.

V. EXPLANATORY REMARKS ON THE FOREGOING RULES AND REGULATIONS.

BY THE CHIEF SUPERINTENDENT OF SCHOOLS.

1. By the Regulations, it will be seen that the widest discretion possible is confided to the Township Municipalities, in the kind of Libraries and mode of establishing them, while the duties of all parties concerned in the management and use of these Libraries are so fully and plainly stated, as to prevent all doubts or mistakes respecting them. The Local Councils and Trustees are relieved from the responsibility and odium of imposing penalties or forfeitures in any case whatever; these are all specified in the General Regulations; and it only remains for the Municipal and School authorities to investigate and decide upon the *facts* of each case of alleged delinquency, and act accordingly. The most of these Regulations—especially those which relate to the forfeitures incurred for the detention, loss, or abuse of books—are adopted from the State of New York, where much experience has been acquired in the management of Public School Libraries. And that experience has shown that a strict adherence to these Regulations is absolutely necessary to the maintenance of har-

mony among all parties concerned, and to the preservation and usefulness of the Libraries.

2. In preparing these regulations, I have sought to give effect to the views and feelings which were generally expressed at nearly all the County School Conventions which I attended last winter. But these regulations are necessarily an experiment in this country. It is very possible, if not probable, that experience may suggest some modifications of them. I shall, in common with the other members of the Council of Public Instruction, be happy to be favored with the results of your own experience and observation on the operation of these regulations; for I am intensely anxious that we should not only have, in all its branches and aspects, the best school system in the world, but that our fellow-citizens at large should feel that it is so, and that it is their own—the creation of their joint counsels, efforts, and patriotism—their own priceless legacy to posterity.

3. In regard to the selection and procuring of the books mentioned in the catalogue, I may observe, that it is not easy to conceive, and it is needless that I should attempt to describe, the amount of time, labor, and anxiety, which has been expended in devising and maturing this system of Public School Libraries; in making arrangements in Great Britain and the United States for procuring these books on advantageous terms; and in selecting them from a much larger number of works on the same subjects; nor am I yet able myself to form an accurate idea of the extent of the additional labour and responsibility incurred by making this Department the medium and agent of providing the Public School Libraries

throughout the Province with the Books for which the Municipalities may think proper to apply. But on no part of the work which I have undertaken, do I reflect with more interest and pleasure than on that of rendering accessible to all the Municipalities of Upper Canada—even the most remote—books of instruction and useful entertainment which would not have otherwise come within their reach, and that at prices which will save them thousands per annum in the purchase of them—thus adding to their resources of knowledge and enjoyment by the variety and character of books to which they can have access, and the increase of facilities and the reduction of expenses in procuring them. It will be seen that the books selected, embrace nearly the whole field of human knowledge—at least so far as it is embraced in works of popular reading—including the best works of the kind that issue from both the English and American press, and enabling each youth of our land to converse with the learned and the wise of all ages and nations, and on any subject of intellectual inquiry, or of practical life. By our system of *Schools*, we are putting it into the power of every Canadian to read, and read he will, whether for good or for evil; and his ability to read will prove a blessing or a curse, according to the manner in which he exercises it. By our system of *Libraries*, we are providing them with wholesome and entertaining reading on almost all subjects, without the poison of publications which are calculated to enfeeble the mind, and vitiate the taste, and corrupt the morals. Perhaps to no books in the catalogue will attention be more readily directed, than to those which relate to *Natural History, Manufactures, Useful Arts, and Agriculture*.

ture,—presenting in attractive forms the wonders, beauties, and curiosities of Nature, and those various creations of science, genius and industry, to which our age owes its preëminence over any preceding age of mankind. It is not to be supposed that every reader will or can read every book in the catalogue; but the variety of books affords the means of gratifying every variety of rational want, interest, and taste. I hope, at the same time, to be able to make valuable additions to this Catalogue of books from year to year, and especially the present year; and I shall be happy to receive suggestions from any quarter for that purpose.

VI. FORWARDING LIBRARY BOOKS FROM THE EDUCATIONAL DEPARTMENT, ETC.

1. No Library can be forwarded until the amount of the local appropriation has been received by the Department. The libraries will be selected and sent, as nearly as possible, in the same order of time in which the local appropriations shall have been received.

2. In transmitting library lists it will be necessary to state distinctly, to whom the books shall be addressed, and by what conveyance they shall be sent.

3. To each library there will be presented by the Department, as far as possible, one copy of each of the five volumes of the *Journal of Education*; one copy each of the Chief Superintendent's Annual School Reports; one copy of the Rev. Adam Lillie's Lectures on the "Growth and Prospects of Canada;" and a copy of the Common School Acts of Upper Canada; printed labels to insert in the books, and a sufficient quantity of strong paper to cover them.

For these no charge will be made; nor for the boxes in which the books are packed, nor for the conveyance of them to the wharf or railroad.

4. Should any error be discovered in the invoice, or in the books sent, parties should notify the Department at once, and return the invoice for correction and comparison with the list sent, and with the catalogue of the library retained in the Office of the Department.

5. In all correspondence with the Educational Department relating to these matters, it will be necessary to state distinctly the number, or other designation of the section or library, the name of the Township *and* Post Office, also the *numbers* and *dates* of any previous correspondence on the same subject.

6. Communications relating to Public Libraries should be written on separate sheets from other letters on school matters, in order that they may be separately classified in the Education Office.

• APPENDIX.

VII. HINTS UPON THE CONSTRUCTION OF PUBLIC LIBRARY BUILDINGS AND BOOK CASES.

The following article was prepared by an intelligent German gentleman, who has paid much attention to the subject of Libraries. We commend the valuable suggestions he has made, and the interesting facts he has stated.

Architects intrusted with the structure of public buildings, generally think it of greater importance to give the exterior a splendid appearance, than to combine convenience and comfort in the interior. A church, however beautiful its front, however harmonious the proportions of the interior may be, is constructed improperly if the congregation or the larger portion of it, cannot catch the words of the preacher. A cathedral or church, even should it be built in the purest and noblest style, answers very badly the purpose for which it is intended if those present are not enabled to see and hear well in all parts of the house. Unfortunately, architects endeavor too frequently to make their names celebrated by commanding façades, put up according to the rules of architecture, while they care very little about the purpose for which the edifice is designed. On the other hand, a librarian knows generally very little about regular architectural beauty, even though he may pride himself upon the

diligent study of Ruskin's eminent works; but he ought to understand well how to make the best use of room, and to be thoroughly acquainted with the most convenient arrangements for his books.

In contemplating the erection of an edifice for a library, it is most important to consider the means of protection from the dangers of fire and water, and other destructive influences; the choice of a site remote for a noisy or dangerous neighborhood, such as that of theatres, factories, but nevertheless conveniently situated for the visitors of the library; a regard to the wisest use of room, as well as to the comfortable and elegant arrangement of the interior; and finally, the possibility of an enlargement, if it should become necessary.

The plan of heating rooms with warmed air and lighting them with gas, is probably the best known and most approved, in consequence of its efficiency, and the almost entire annihilation of the dangers of fire. For these reasons it is the best method to be adopted in a public library.

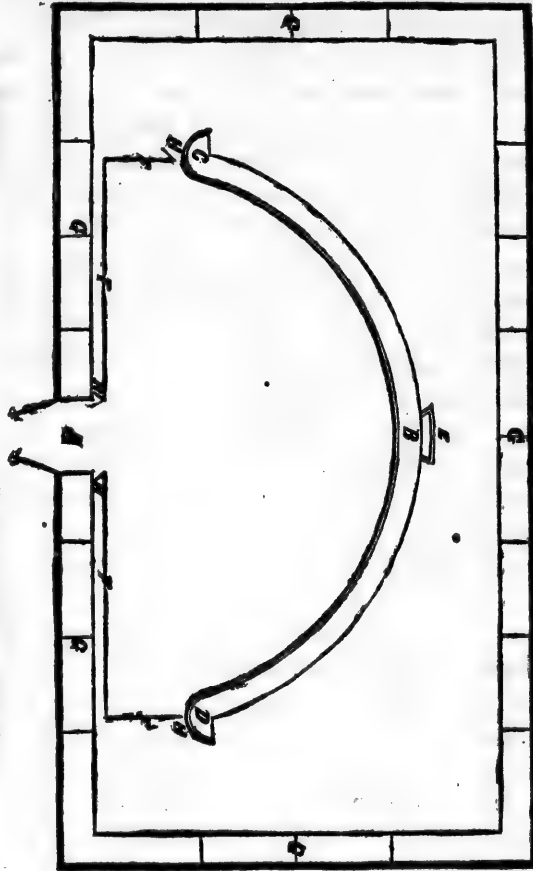
Economy in the use of room is one of the most essential requisites in an edifice destined for a collection of books. The apartments should either only be so high that the top shelves are easily accessible by a light and transportable ladder, or be crowned with galleries, on which cases for books may be placed.

In some of the European libraries and reading rooms, skylights with panes of muffed glass have been introduced with great success. They admit light enough, and at the same time afford protection from the dazzling rays of the sun. The most suitable form for a library room seems to be a long and wide saloon, well lighted from above or both sides.

The book shelves should be fixed either to the walls, or if the room does not admit of it, they should form small recesses, perhaps in forms like those annexed on this and the next page:

- A. Entrance.
- B. Principal Desk.
- C. Desk of Librarian.
- D. Desk of Assistant Librarian.

- E. Desk of Junior Librarian.
- F. Railing.
- G. Book-shelves, or Recesses.
- H. Doors in the Railing.



Besides the room destined for the library itself, there ought to be a reading-room and some other smaller apartments. It would perhaps prove advan-

tageous to have closet adjoining the reading-room for a wardrobe, for which a keeper might be hired with a small salary, or any one might obtain the use of this wardrobe, by the payment in large towns of one or two cents, every time a hat or coat is placed there, as is done, for instance in Paris.

The advantage of having the reading-room separated from the library is very great. The room can be made more agreeable if not united with the library, so that the readers will not be interrupted constantly by the noise of comers and goers.

There are very few persons who have not found that every mental labor becomes easier, where the body is placed in a comfortable position. To be uncomfortably seated before too low or too high, or shaking tables, with cold feet and facing the light, are the causes of very disagreeable distractions. On the other hand, the mind becomes animated and prolific when the body is at ease. The addition of writing-desks to the usual tables would undoubtedly give great satisfaction to all visitors of the reading-room.

In a public library, it is essentially necessary that the books and the officers employed should be separated from the visitors, by a railing (see the plan), which might be the continuation of a desk in the form of a semicircle, on which the latest publications might be placed for the inspection of members, just as they usually are now in large public libraries.

The height between the shelves depends of course *on the size* of the books, which are to be placed upon them.

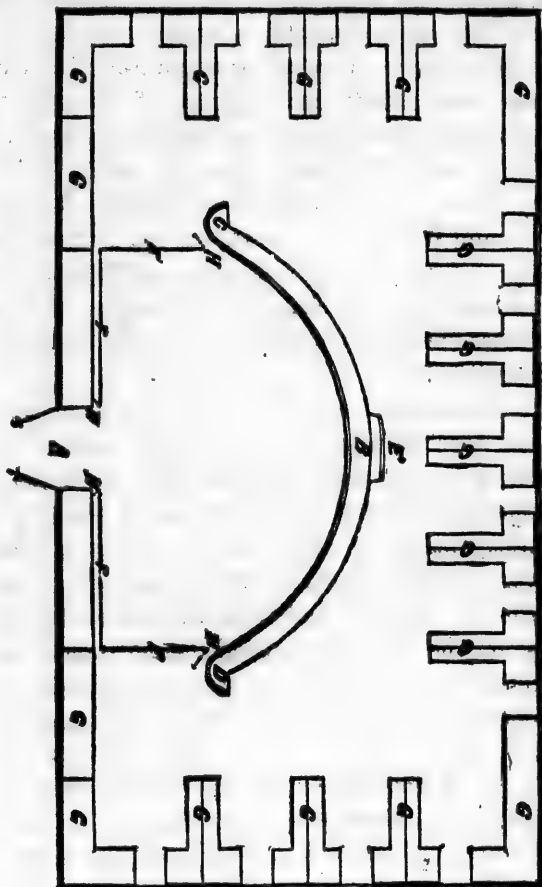
The usual measure for folios is 16 to 20 inches.

Quartos, 10 to 12 "

Octavos, 8 to 10 "

Duodecimos, 7 to 8 "

And then there will always be room enough to take the books out without rubbing them against the boards. The shelves should at least be 15 inches wide, to admit of a sufficient circulation of air.



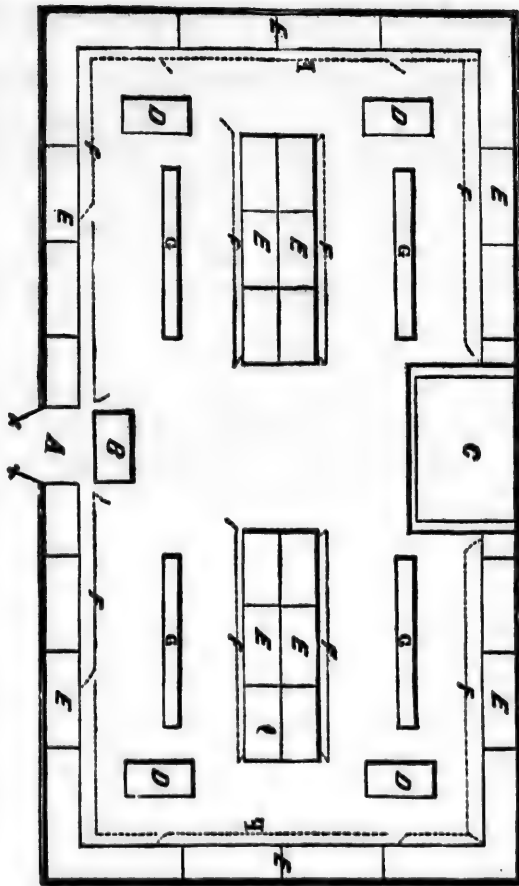
Perhaps the most conveniently arranged and latest built library on the Continent of Europe, at present, is the Librairie de St. G  n  vieve at Paris. The Car-

dinal de la Rochefoucauld, Abbot of the Gènofains, enlarged the library, which is that of the old Abbey of St. Gènevieve, considerably by his donations. Situated near the theological, medical, and law colleges, it has been enriched by works auxiliary to the study of the students, who in large numbers inhabit the neighborhood. It contains about 250,000 printed volumes, and 8,000 manuscripts, of which a well arranged ticket catalogue (*i. e.*, the titles of the books written on slips of paper, and put in an alphabetical order) exists. The library is open from 10 A. M. to 8 P. M., and from 6 to 10 P. M., except Sundays and holidays; it is lighted with gas, proceeding from pipes in the shape of chandeliers fixed on the tables. In winter the whole building is heated by furnaces in the cellars.

The structure itself is well deserving of a more detailed description. The whole of the ground floor is divided by the large and beautiful entrance and staircase, on one side of which there is the room for the preservation and use of the manuscripts, illustrated works, engravings, rare books and typographical curiosities, which are all kept in cases with glass doors; on the other side several smaller rooms occupy the remainder of the floor. Ascending the spacious and commodious staircase, which is ornamented with the statues of the heroes of French literature, we arrive at the first floor which is reserved entirely for the large saloon comprising the library and reading-room. The design annexed may perhaps supply an idea of the interior arrangements.

A. Entrance.

B. Seat of the Overseer, who does not allow a person to go out with a book, without a written permission.



C. Desk of the employés de reserche (those who refer to the catalogues), the Librarian and his first assistant. The latter directs the visitors to the different departments, superintended by his colleagues, who are sented at their desks at

D. And who have to give out the books asked for.

E. Book-shelves, which are not accessible because

of the railing F. which runs around all the walls and uprights. G. Table.

In this library, books are not allowed to go out but in cases of necessity, and then the person who takes them has to give a receipt, which is returned to him when the volumes are brought back.

The further prosecution of the preceding ideas of the structure of the building for a library, according to the claims of our times, ought of course to be left to practical architects.

Sketches of some of the most important Libraries and Museums in Europe and in the United States, with illustrations, will appear in the *Journal of Education* for Upper Canada, during the current year of 1854.

VIII. FORM OF LABEL,

*Authorised by the General Regulations, No. IV.,
page 18.*

No.  ----- <i>On the Catalogue of the Public Library</i> OF
ESTABLISHED and conducted according to the REGULATIONS adopted by the Council of Public Instruction for Upper Canada, dated the 2nd of August 1853, under the authority of the Upper Canada School Act of 1850, sections 35, (10th clause,) 38, (4th clause,) and 41. NOTE.—This Book shall always be known by the number entered above. If it be lost, its name and num- ber must still remain on the Catalogue, and its place be supplied with another copy of the same work, as soon as possible. (See Library Regulations, No. VI page 18.) *.* Every Work must be returned to the Library within as many weeks, after it shall have been taken out, as it contains hundreds of pages, under a forfeiture of one penny for each day's detention beyond that time (See Regulation X, 8th and 10th divisions page 22.)

Toronto: Printed by Lovell & Gibson, Yonge Street.

